

Town of Needham
Commercial and Residential Growth Impact Study
19GEN181G

Notice to All Prospective Bidder

Bids Due	11:00 a.m. Monday, March 25, 2019
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ADDENDUM #2 RELEASED (WEDNESDAY, MARCH 20, 2019)

The Town is releasing this addendum to respond to questions received:

Question 1: Is there a Not-To-Exceed budget for this project?

Response: Yes.

Question 2: On page 21 of the RFP (Part 4.10), where it says "Do not use the name of Town employees as references", is this intended to exclude the use of Needham Town employees or any town? (Comment: If the intent were any town employees this would make it difficult to provide relevant governmental client references for this project.)

Response: The bidder is not to use the Town of Needham as one of the five required references, nor may the bidder identify any current Town of Needham employee as reference, even if the Town of Needham employee's experience with the company was during employment with another entity. The purpose for this exclusion is to avoid an appearance of conflict of interest. Bidders are to provide the name and title with contact information of individuals who can speak to the quality of the work that the bidder provided to other entities. The Bidder may identify any prior work it may have done for the Town of Needham to show experience.

Question 3: Does the Town have specific infrastructure needs or questions with respect to water, sewer, and transportation that the Town would like the consultant to address in this study?

Response: The Town is looking for the consultant to help identify the demands on the Town's infrastructure that may arise in the coming years based on the assumed changes that the Town may see.

Question 4: Does the Town have a pavement management plan, solid waste, water, sewer or storm drainage system, or transportation studies? if so, what are the dates?

Response: The Town has a number of studies from which practices are developed. Studies are update from time to time. The Town is anticipating an updated pavement management plan this spring. The Town has consultant in place who is conducting a solid waste efficiency study; a draft report is expected for the May/June 2019 timeframe. The last sewer master plan was completed in 2016. The Town's watershed master plan was completed in 2015. There are a number of traffic management studies. The Town's stormwater master plan is dated having been completed in 2000.

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The information was prepared by or in consultation with: **David Davison, ATM/Director of Finance/CPO; Carys Lustig, Director of Finance and Administration for Public Services; Tatiana Swanson, Finance, and Procurement Coordinator.**

Bidders are reminded to acknowledge receipt of any and all addendums.